

Guide for Manufactured Housing

Effective July 1, 2007, The Ohio Revised Code Section 4781 requires that all manufactured housing structures placed in Clermont County be installed to meet The Ohio Manufactured Homes Commission (OMH) Clermont County rules and regulations.

The procedure is the same as for any other single family residence:

1. Obtain a Zoning permit or letter of approval from your local township Zoning department.
2. Sewage Disposal Approval (for both new and replacement units)
 - a. Public sewer system, or
 - b. Private/On-Site system (Permit from Clermont County General Health District or Ohio EPA)
3. Two (2) complete sets of construction documents and site plans, as required.
 - a. NOTE! The site plan must be prepared by a licensed engineer or surveyor.
 - b. Exception: Replacement unit on the same lot regardless of size.
4. Applications completed and signed by applicant and all applicable fees paid.
5. OMHC Installer and certification number. If the homeowner is installing the home, (per OHMC) the owner has to do the work themselves.
6. Additional info required: OMHC home serial number, HUD #, home manufacturer name, date of manufacture, thermal zone, indicate if the home is new or used.
7. Flood plain determined and/or Flood Plain Development Permit Approval.
8. All applicable fees paid.
9. Applicable fuel (oil, gas, lpg, etc.) and/or electric utilities indicated (If gas or lpg, a separate pressure piping application is required).

To complete our application you will need all project information and drawings, and your parcel tax identification number (see your tax bill or contact the Auditors office, 732-7150). We will review your plans by 11:00 am the business day after submittal. Call the office after 11:00 am to verify plans were approved. If the plans are denied, you will be given a correction list.

The plans that are submitted must be drawn to scale and include:

1. A floor plan, with room titles of the manufactured structure.
2. Complete working drawing of footer/foundation—the footer and foundation plans must include a diagram from the manufacturer showing the load bearing points, and the footer details.
 - a. NOTE: Use checklists furnished by the OMHC
 - b. NOTE: Footers are required under deck and stair posts. All footings must be 30" below grade.
3. Any attached garages, additions or decks must have detailed construction plans.
 - a. NOTE: Any attached garages or additions must be structurally independent.
4. Details of front and rear doors permanent landings (3' x 3' minimum), steps and handrails.
5. Skirting details
6. Crawl space drains (inside) and sump crocks.
7. Crawl space vents.
8. A blocking and anchoring layout.
9. A site plan showing:
 - a. Location of the unit relative to property lines and other buildings
 - b. Location of utilities such as water and septic/sewer
 - c. Gutter and down spout termination at least 5' from house

An incomplete application or submittal can not be accepted.

Plans that are not to scale or do not include **ALL** the above information **CAN NOT BE APPROVED**.

Inspections Required (see Manufactured Home Installation Process Guide)

1. Footer/Foundation, when digging is complete, but before concrete is placed
2. Electrical service.
3. Final inspections including all check list items on final inspection checklist.
4. OMHC seal placement – this is the responsibility of the Clermont County Building Inspection Dept. inspector.